

GRANTS	
F O R	ARTS
T H E	

SPECIAL PROJECTS AND UNEXPECTED NEEDS (SPUN)
PILOT GRANT

OVERVIEW REFERENCE DOCUMENT

**GUIDELINES, ELIGIBILITY,
AND PROCESS**

**GRANTS FOR THE ARTS
SPECIAL PROJECTS/UNEXPECTED NEEDS PILOT PROGRAM
GUIDELINES, ELIGIBILITY AND PROCESS**

GUIDELINES

Grants for the Arts' Special Projects/Unexpected Needs Program (SPUN) provides grants of **up to \$50,000** to nonprofit arts organizations for:

- Significant public projects celebrating a 10th, 25th, 50th, 75th, 100th, 125th, or 150th anniversary, significantly enhances the organization's ability to meet its mission, and whose planned program will be free to the public and/or provide significant promotional benefits to the City OR;
- A one-time free, public event that is not part of the organization's regular programming OR;
- Have unanticipated and unbudgeted needs due to fire, flooding, or other accidental damage to space it controls and such damage interferes with core programming OR;
- Addressing issues identified by GFTA staff during the General Operating Support review process that may impact ongoing eligibility (GFTA G.O.S. recipients only).

SPUN grants **do not** support:

- Fees for conferences, residencies or other educational and artistic development opportunities;
- Expenses already incurred;
- Debts or past due taxes;
- Regular or deferred building maintenance;
- Regular or deferred technology upgrades;
- Work that has already been completed;
- Organizations supported by SPUN within the last two fiscal years;
- Projects or programs met by current budget;
- Capital campaigns;
- General operating expenses.

Potential applicants are encouraged to discuss your special project or urgent situation with GFTA Staff prior to submitting an application.

ELIGIBILITY

Applicants must:

- Be a nonprofit arts organization based in San Francisco. Organizations may apply using a valid fiscal sponsor;
- Have scheduled exhibition or performance dates for proposed special projects;
- Demonstrate that organization works with underserved neighborhoods of the City or underserved populations where there is a substantial community engagement component; or
- Demonstrate that the organization provides substantial support to individual artists and smaller organizations, and that any space it controls is available for more than just its own programming;
- Be able and willing to comply with the City and County of San Francisco's insurance, tax, non-discrimination and other requirements outlined in grant agreements.

PROCESS

- Applications are accepted on an annual basis in January. The 2020 application round will be January 3rd – January 24th.
- The grant term will be from February 1, 2020 through January 31, 2021.
- The application will consist of the SPUN application form and all required attachments applicable to the project type.
- Applications will undergo Staff review with final approval by the City Administrator.
- Award notifications will be made within 30 days of the application deadline.

**SPUN ADD-ONS:
ENHANCEMENTS AND AMENDMENTS**

ENHANCEMENTS AND AMENDMENTS

Through budget enhancements or amendments made by the Mayor or Board of Supervisors, or owing to special projects initiated by Grants for the Arts (GFTA), one-time resources may be added to Special Projects and Unexpected Needs (SPUN) to make grants in specific program areas or projects. For Fiscal Year 2020, SPUN includes these two one-time grant opportunities:

1. **Asian and Pacific Islander Arts Programming:** Support up to \$10,000 for an arts nonprofit deeply rooted in San Francisco's Asian and Pacific Islander (API) communities with at least a three-year history of providing API culturally specific arts programming. Funds may go to supporting programming or increasing the sustainability of the organization. Applicants should address the following within their proposed project:
 - Demonstrated history of successfully executing API culturally specific arts and cultural events and/or activities in San Francisco.
 - Demonstrated history of successfully working with San Francisco's API communities.
 - Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

2. **Arts Service Organization:** Support up to \$60,000 to an arts nonprofit service organization that supports the broader arts community in San Francisco through grant writing support. Applicants should address the following within their proposed project:
 - Demonstrated history of successfully mentoring and supporting San Francisco-based artists and organizations that represent historically underserved communities.
 - Proposed leadership conveys confidence that the activities supported through this grant will be successfully executed.

PROPOSAL FORM



FY20

SPECIAL PROJECTS/UNEXPECTED NEEDS PROGRAM

Please complete and upload in the online application system.

Applying Organization:

Name of Project:

Project Type:

<input type="checkbox"/> Anniversary	<input type="checkbox"/> API Arts Programming Enhancement
<input type="checkbox"/> One-Time Public Event/non-Anniversary	<input type="checkbox"/> Arts Service Enhancement
<input type="checkbox"/> Facility Damage	
<input type="checkbox"/> Eligibility Impact for G.O.S. grantee	

I. Project Information

1. Please provide an overview of the proposed project.

REFERENCE ONLY

3. If there will be community partners involved with this project, please list them and describe their role. You are welcome to attach letters of support to this application if you wish.

REFERENCE ONLY

III. Project Budget

1. As an attachment, upload budget template which includes an itemized budget inclusive of your SPUN request, in addition to a break out of the intended use of the funds requested from the SPUN program. The total should equal your request amount.

REFERENCE ONLY

CHECKLIST

EVERY ITEM MUST BE PRESENT AT TIME OF SUBMISSION:

- Completed SPUN Budget Template;
- Letter(s) of support from community members (OPTIONAL);
- Letter of authorization signed by the board president or board president of the fiscal sponsor (if applicable);
- Resumes or bios of the principals for the project;
- Price quote from vendor or contractor if this is a capital project;
- Project Budget.

The following are required only if your organization does not receive GFTA general operating support:

- A financial statement for the applying organization including income and expense statement and balance sheet;
- List of board/advisory committee members and affiliations outside the organization;
- A signed copy of your IRS form 990 or 990-N postcard for most recently completed fiscal year;
- A copy of the applying organization's 501(c)3 IRS determination letter.

SPUN BUDGET TEMPLATE

SPUN Application Project Budget

1. Itemized Budget inclusive of your SPUN request

Item	Amount	Description/Explanation
Administrative Fees		
Artistic Fees		
Technical & Production Personnel		
Equipment Rental or Purchase		
Venue Costs		
City Permits		
Insurance		
Promotion, Advertising, Marketing		
Other Production & Exhibition Expenses		
Other Production & Exhibition Expenses		
Total		\$0

2. Please break out the intended use of the funds requested from the SPUN Program. The total should equal the request amount.

Item	Amount	Description/Explanation
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Total		\$0